

ILMINSTER TOWN COUNCIL

Council Offices
North Street
ILMINSTER
Somerset
TA19 0DG

Tel: 01460 52149
e-mail: town.council@ilminster.gov.uk

Town Clerk: Mark Tredwin

20 April 2022



A meeting of the **Town Council** will be held on **Tuesday 26 April 2022** in the **Council Chamber, Council Office, North Street, Ilminster, TA19 0DG** starting at **19:30 hrs.**

Members of the public are welcome and encouraged to attend. However, due to ongoing Covid-19 concerns and a duty to protect all attendees, there will be a limited number of members of the public able to attend. If you wish to attend, please let Ilminster Town Clerk know either by email town.council@ilminster.gov.uk or phone the office on 01460 52149 by 3pm on Tuesday 26 April 2022. Officers of the council will advise whether capacity remains.

If members of the public have any questions on matters that are on the agenda, then, if possible, please notify the Council Office before the day of meeting which item you would like to speak about.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

It is requested that face masks or coverings are worn at all times during this meeting unless you are speaking.

Yours sincerely

Mark Tredwin
Town Clerk

AGENDA

1. **Public Forum**

Fifteen minutes will be made available for public comment and response in relation to items on this agenda. Individuals will be permitted a maximum of three minutes each to address the committee

2. **Apologies for Absence**

To receive apologies for absence from Councillors unable to attend the meeting

3. **District and County Councillor Reports**

4. **Declarations of Interest**

To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest

Members are reminded that if they have a Disclosable Pecuniary Interest (DPI) (on their register of interest or otherwise) relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a DPI in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting, leave and not Vote on the item and register the DPI within 28 days. Similarly, other Personal Interests should be declared at this meeting.

5. **Dispensations**

To **NOTE** the grant of dispensations made by the Town Clerk in relation to the business of this meeting

6. **Minutes – Town Council**

To confirm the minutes of the meeting held on **15 March 2022** as a correct record.

7. **Minutes – Planning, Highways & Transport**

To receive the minutes of the meeting held on **5 April 2022** and note the committee's comments made on planning applications therein. No other decisions were made requiring resolution at a Full Council meeting.

8. **Minutes – Open Spaces Committee**

To receive the minutes of the meeting held on **5 April 2022** and consider the committee's recommendations therein.

22-0008-OS Burial Space Request

Members **RECOMMENDED** unanimously to Full Council to approve the purchase back of the burial space at £197.40, the original purchase price.

Proposer Cllr Hamilton **Seconded** Cllr Taylor

22-0009-OS Memorial Benches

Members **RECOMMENDED** unanimously to Full Council that authority is delegated to officers to agree the location and siting of 3 memorial benches, two at Herne Hill and another one in the area of West Crescent on a cost plus 10% basis.

Proposer Cllr Wilcock **Seconded** Cllr Lancaster

9. Councillor Representatives of external organisations

Members to be given verbal updates by Councilor Representatives of any meetings that they have attended

10. Financial Monitoring

For members to receive and note the contents of the Finance report

11. Bank Signatories

Members to consider additional bank signatories

12. CRB Checks

Members to consider whether Wardens should have CRB Checks.

13. Town Council ID badges

Members to consider the introduction of identity badges for members of the council and its staff

14. Queen's Platinum Jubilee celebrations update

To update members on plans including extra cleaning of the toilets over the bank holiday weekend.

15. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

16. Royal Protocol

Members to consider a report on aspects of Royal Protocol

17. Town Clerk's contract

Members to consider the Town Clerk's probation period

PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING AS OBSERVERS Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would

be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Members of the public exercising their right to speak during Public Question Time may be recorded. Copies of this document are available in large print on request.